

UTILITIES SUPERINTENDENT

DEFINITION

To plan, organize, direct and coordinate the daily operation and maintenance of the water and wastewater systems. This position serves as the head of the Utilities Division.

SUPERVISION RECEIVED AND EXERCISED

General direction is received from the Deputy Director of Public Works - Utilities. Provides direct supervision of subordinate managers and indirect supervision of all other Utilities Division personnel.

TYPICAL DUTIES

Oversees the operation and maintenance of the wastewater system including collection, treatment and disposal.

Oversees the operation and maintenance of the water system including: storage, transmission and distribution.

Plans and monitors daily water and wastewater operations to insure compliance with all regulatory requirements and standards.

Administers the City's cross-connection control program.

Applies and insures compliance with modern safety practices and OSHA regulations in the operation and maintenance of water and wastewater facilities.

Assists in preparation and administration of the annual budget for the Utilities Division.

Performs customer service and related duties as assigned or required.

Reviews plans and specifications for utilities construction or modification as needed.

Develops, conducts, and coordinates training of division personnel.

Acts as chairperson of the Public Works Department Safety Committee.

Performs other duties as assigned by the Director of Public Works or Deputy Director of Public Works - Utilities.

City of Hayward
Utilities Superintendent (Continued)

Coordinates division activities with other City departments, divisions and with outside agencies.

Selects, supervises, trains and evaluates subordinates.

Plans, organizes, lays out, assigns, and schedules a varied operational and maintenance program.

Supervises the maintenance of records and reports.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of theory and practice of modern water and wastewater systems and of machines, equipment and material used in such systems.

Knowledge of chemical and physical processes involved in wastewater treatment and water storage and distribution.

Knowledge of laboratory analysis and tests required for water and wastewater systems.

Knowledge of occupational hazards and the precautions necessary to safeguard against them.

Knowledge of applicable federal, state and regional laws and regulations.

Knowledge of principles of organization, administration, budget and personnel management.

Ability to communicate clearly and concisely both orally and in writing.

Ability to select, supervise, train and evaluate subordinates.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Utilities Superintendent (Continued)

Education

Equivalent to completion of twelfth grade, supplemented by college level courses in civil engineering, business or public administration.

Experience

Five years of verifiable supervisory or management experience in water or wastewater operations and maintenance.

Special Requirements

1. Possession of valid Grade 2 Water Treatment Plant Operator Certificate from California Department of Health Services; or the ability to obtain within 3 years from appointment date.
2. Possession of valid Class C California Driver License.

PROBATIONARY PERIOD: One year

735CS91

April 1991

AAP Group: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt